

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1 style="margin:0;">FSIS DIRECTIVE</h1>	1240.1 REVISION 3	6/9/98
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**COMMUNICATIONS WITH CONGRESSIONAL MEMBERS AND THEIR STAFFS
AND OTHER ELECTED OFFICIALS**

I. PURPOSE

This directive describes procedures for Agency employees for responding to and documenting written and telephone communications from Members of Congress, their staff members, and other elected officials.

II. CANCELLATION

Cancels FSIS Directive 1240.1 Revision 2, dated 5/26/95.

III. REASON FOR REISSUANCE

This directive is reissued to update organizational references.

IV. (RESERVED)

V. ABBREVIATIONS AND FORMS

The following will be used in their shortened form in this directive:

CM	Correspondence Manager, FSEMCS	■
FAX	Facsimile	
FSEMCS	Food Safety Executive Management and Coordination Staff	■

LLS	Legislative Liaison Staff	■

FSIS Form 1240-1, Conversation Record

VI. GENERAL

A. The Agency's food safety mission has been elevated to a sub-cabinet level within the Department. This elevation to the Under Secretary level involves FSIS in

DISTRIBUTION:

All Offices

OPI:

OA - Food Safety Executive Management
and Coordination Staff
OA - Legislative Liaison Staff

immediate issues on the safety of meat, poultry, and egg products. FSIS is receiving increasingly prominent media coverage due to safety issues and Agency-proposed initiatives. ■

B. Members of Congress, State Governors, State Legislature Members, Heads of State Departments of Agriculture, and their staff members call or write to inquire about FSIS activities. Many of these inquiries are of a sensitive nature and require a timely response. Often, the Agency Administrator and the Department provide information for the response.

C. FSIS is centralizing responses to correspondence and maintaining an FSIS Correspondence Tracking System and a tracking system to record telephone calls.

VII. RESPONSIBILITY

FSEMCS is responsible for responding to written communications from Members of Congress, State Governors, State Legislature Members, Heads of State Departments of Agriculture, and their staff members when a written response is required. ■

A. Correspondence.

1. Refer written inquiries for information or meetings to FSEMCS. ■
Transmit all incoming correspondence by FAX to the FSIS CM. Mail the original ■
of the incoming correspondence to the CM with a notation of the date of the FAX ■
transmission. The address and telephone numbers for the CM are: ■

USDA, FSIS, FSEMCS ■
ROOM 3130 SOUTH BUILDING ■
WASHINGTON, DC 20250

FAX Number: (202) 205-0158 ■
Telephone Number: (202) 720-9101 ■

2. FSEMCS will work with Agency personnel to include the appropriate information in the Agency response to the correspondence. The Agency will prepare correspondence for the signature of the appropriate FSIS or USDA official. ■

3. Centralized preparation of replies will ensure consistent information that conforms with developing Agency and USDA policies.

B. Telephone Calls.

1. Refer telephone inquiries for information or meetings to LLS, ■
if appropriate, **or** take the caller's name and telephone number for LLS to return ■
the call. The address and telephone numbers for LLS are: ■

USDA, FSIS, LLS
ROOM 1165 SOUTH BUILDING
WASHINGTON, DC 20250

FAX Number: (202) 720-5704
Telephone Number: (202) 720-3897

2. If it is not appropriate to refer the call, immediately document the conversation on FSIS Form 1240-1. (See Attachment 1.) Include the following information on the form:

- a. The name of the Member of Congress, the staff member, or other elected official.
- b. The telephone number of the caller.
- c. The nature of the inquiry or request.
- d. An explanation of how the matter was resolved.

3. Forward a copy of the completed form to LLS, the appropriate Deputy Administrator, and the Administrator.

VIII. AVAILABILITY OF FSIS FORM 1240-1

Agency employees may obtain copies of FSIS Form 1240-1 from the Administrative Services Division, as follows:

- A. **Headquarters employees** order from the Printing and Distribution Section, Paperwork Management Branch.
- B. **Field employees** order from the Consolidated Forms and Publications Distribution Center.

IX. ADDITIONAL INFORMATION

For further information, contact FSEMCS at (202) 690-3881 or LLS at (202) 720-3897.



Acting Deputy Administrator
Office of Management

Attachment 1, Sample FSIS Form 1240-1, Conversation Record

ACTION REQUIRED		
NAME OF PERSON DOCUMENTING CONVERSATION	SIGNATURE	DATE
ACTION TAKEN		
SIGNATURE	TITLE	DATE